

HOUSEHOLD GOODS CONSUMER PROTECTION WORKING GROUP CHARTER

1. WORKING GROUP OFFICIAL DESIGNATION: The Working Group's official designation is the Household Goods Consumer Protection Working Group (HHG Working Group).
2. AUTHORITY: Section 5503 (Household Goods Consumer Protection Working Group) of the Fixing America's Surface Transportation Act (FAST Act), Pub. L. No. 114-94 (December 4, 2015). This charter provides for the working group's operation in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2.
3. OBJECTIVES AND SCOPE OF ACTIVITIES: The HHG Working Group shall develop recommendations on how best to convey to consumers relevant information with respect to the Federal laws concerning the interstate transportation of household goods by motor carrier. Before December 4, 2016, the HHG Working Group shall submit their recommendations to the Secretary of Transportation through the Administrator, Federal Motor Carrier Safety Administration (FMCSA). The recommendations shall include but not be limited to:
 - a. How to condense FMCSA publication/pamphlet ESA 03-005 ("Ready to Move?") (rev. April 2006) into a format that is more easily used by consumers;
 - b. How best to use state-of-the-art education techniques and technologies for conveying relevant information with respect to Federal laws concerning the interstate transportation of household goods by motor carrier (including, but not limited to, how to optimize the Internet as an educational tool);
 - c. How to reduce and simplify the paperwork required of motor carriers and shippers in interstate transportation; and
 - d. Other relevant recommendations as tasked by FMCSA.
4. DESCRIPTION OF DUTIES: The HHG Working Group members shall:
 - a. Attend HHG Working Group meetings;
 - b. Gather information as necessary to achieve HHG Working Group objectives;
 - c. Deliberate on the required recommendations of 3a – 3d above; and
 - d. Provide timely, written, consensus recommendations to the FMCSA Administrator.
5. AGENCY/OFFICIAL TO WHOM THE HHG WORKING GROUP REPORTS: The HHG Working Group shall report to the FMCSA Administrator through the Associate Administrator for Enforcement.

6. SUPPORT: The FMCSA's Office of Enforcement will provide necessary funding, logistics, and administrative support for the HHG Working Group.
7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS: The annual operating costs associated with the HHG Working Group's functions are estimated to be \$50,000, including all direct and indirect expenses. The Agency estimates that one full-time equivalent position will be required to support the HHG Working Group.
8. DESIGNATED FEDERAL OFFICER (DFO) AND SPONSOR:
 - a. The DFO for the HHG Working Group is FMCSA's Associate Administrator for Enforcement or his or her designee.
 - b. The DFO will approve or call all HHG Working Group and sub-group meetings, prepare and approve all meeting agendas, attend all HHG Working Group and sub-group meetings, and chair meetings when directed to do so by the FMCSA Administrator.
 - c. The DFO may also establish a 2016 deadline by which the HHG Working Group will submit its written consensus recommendations to the FMCSA Administrator.
9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS:
 - a. HHG Working Group meetings will be held approximately four times in Calendar Year 2016. As necessary, the DFO may call additional HHG Working Group and sub-group meetings.
 - b. Notice of each meeting shall be published in the Federal Register at least 15 calendar days prior to the date of the meeting. The meeting agenda and all relevant meeting information will be posted in advance of each meeting on the Web site (fmcsa.dot.gov).
 - c. Meetings shall be open to the general public, except as provided under section 10(d) of FACA (as implemented by 41 C.F.R § 102-3.155), the Government in the Sunshine Act (5 U.S.C. § 522b(c)), and DOT Order 1120.3B.
 - d. Detailed minutes of each meeting shall be certified by the DFO or his or her designee and maintained by the sponsor. The minutes, as certified, shall be published on an appropriate FMCSA public Web site.
10. DURATION: The HHG Working Group shall terminate one year after the date it submits its written consensus recommendations to the FMCSA Administrator.
11. TERMINATION: The charter shall terminate one year after the date it submits its written consensus recommendations to the FMCSA Administrator or 2 years after its filing date, whichever is sooner.

12. MEMBERSHIP AND DESIGNATION:

- a. The Secretary shall appoint no less than five members, none of whom are FMCSA employees. Members are expected to serve for the duration of the HHG Working Group. Additionally, the Secretary may remove a committee member at any time with or without cause. The membership will comprise:
 1. Individuals with expertise in consumer affairs. Such individuals appointed from the private sector will serve as Special Government Employees.
 2. Educators with expertise in how people learn most effectively. Such individuals appointed from the private sector will serve as Special Government Employees.
 3. Representatives of the interstate household goods moving industry. These representatives may not constitute a majority of the HHG Working Group.
- b. To ensure the recommendations of the HHG Working Group take into account the needs of diverse groups served by the Department, membership shall include, to the extent practicable, individuals to represent minorities, women, and persons with disabilities.
- c. When their HHG Working Group duties require their personal appearance, members are authorized travel and subsistence or per diem allowances (as appropriate) in accordance with Federal Government regulations. All travel by individual members when engaged in official HHG Working Group business shall be approved in advance by the DFO, and arranged and funded by the sponsor.

13. SUB-COMMITTEES: The DFO has the authority to establish sub-groups. Sub-groups shall not work independently of the chartered HHG Working Group and shall report all of their recommendations and advice to the full HHG Working Group for deliberation and discussion. Sub-groups will not provide advice or work products directly to the Secretary or the FMCSA Administrator.

14. RECORDKEEPING: The records of the HHG Working Group and any sub-group shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. FILING DATE: The filing date of this charter is October 13, 2016.